

Student/Parent Handbook



Panama-Buena Vista Union School District

Earl Warren Junior High

2026-2027

EARL WARREN JUNIOR HIGH SCHOOL

CALIFORNIA DISTINGUISHED SCHOOL

4615 MOUNTAIN VISTA DRIVE

BAKERSFIELD, CA 93311

OFFICE HOURS: 7:30 A.M. - 4:00 P.M

TELEPHONE: (661) 665-9210

Mascot: Wildcat

Colors: Navy Blue and Gold

Welcome to Earl Warren Junior High School for the 2026-27 school year. We are the **Warren Wildcats!** We practice Wildcat **PRIDE** with **Purpose**, **Respect**, **Integrity**, **Dedication**, and **Excellence**. We begin our thirty-second school year continuing the tradition of excellence in academics, sports, and music, and by building a strong sense of school spirit and loyalty within the Warren student body. In acknowledgment of this excellence, Earl Warren Junior High School has been recognized as a **California Gold Ribbon School**. This honor has been a continuing tribute to the dedication of our outstanding staff, students, and parents.

The school is named in honor of Earl Warren, who was Chief Justice of the United States Supreme Court from 1953 to 1969. Chief Justice Warren attended schools in the Bakersfield area and received a law degree from the University of California. He served as Attorney General of California from 1939 to 1943 and was Governor of California from 1943 to 1953. In 1964 President Lyndon Johnson appointed Chief Justice Warren to be chairman of the commission, which was to investigate the assassination of President Kennedy, commonly called the "Warren Commission." Our school takes pride in being named in honor of such an outstanding American who began his educational career in the Bakersfield area.

Your years at Warren Junior High School are extremely important steps in your preparation for high school and college. You will benefit a great deal from these years if you come to school each day prepared to do your best in your classes, participate in school activities, and follow the school rules. Your success at Warren will provide you with the educational foundation necessary for future success. The Warren staff is committed to providing you with the knowledge, experience, study skills, physical education, and social skills necessary to help you succeed in the future. I sincerely wish you the very best for an educational and enjoyable year at Warren Junior High School.

Sincerely,

DeMarcus W. Clear

DeMarcus Clear
Principal

PARENT INVOLVEMENT

The parents of Warren Junior High School students support their children, the school, and the community by helping their children at home with their schoolwork, providing a caring environment, and attending conferences, programs, and athletic and academic events. Opportunities for Parental Involvement at Warren Junior High School include the Parent Club, School Site Council, and Parent Advisory Council. Parents may contact the school for more information.

EMERGENCY CARDS

Each student must have emergency information on file in the school office. These cards are to contact parents, or some other party specified by parents, in the case of an emergency. This information also tells us who to contact if parents are unavailable. **Most importantly, we cannot release a student from school except to a person with proper I.D. listed on this card.** Current addresses, phone numbers, and emergency contacts are very important. **Therefore, please inform the school of any changes in a phone number, address, etc., during the year.** We cannot add a contact to your student's card over the phone. You must make changes yourself after showing proper I.D.

ATTENDANCE PROCEDURES

IMPORTANT: Instruction takes place from 8:28 A. M. to 3:40 P.M. Note below other important times:

7:25 am - Gate Open for Zero Period only.

8:00 am - MPR Open for breakfast (*served daily from 8:00 am to 8:28 am*)

8:10 am - Bus riders are dropped off.

8:15 am - Front school gate opens.

8:28 am - 1st-period instruction begins

3:40 pm - Student Dismissal

Zero period PE students should arrive no earlier than 7:25 A.M. Other supervised school activities times will be set by staff. After-school supervision ends at 3:50 P.M. Therefore, students should be off campus by this time.

ABSENCE FROM SCHOOL

Regular attendance is one of the most important factors affecting a student's academic and social success in school. Frequent absences are harmful to the academic progress of any student. However, if it is necessary to be absent for a legitimate reason, such as illness, the following procedures should be followed:

1. Parents should call the school on the day of the absence or write a note stating the reason for the absence on the day the student returns to school. **(Our answering machine is available after hours for you to leave a message at your convenience.)**
2. Contact needs to be made with the school NO later than 72 hours from the first day of Absence. After 72 hours the absence would be considered unexcused.

The school will make every effort to contact the parent/guardian on the day of the absence. If not cleared by a parent by the end of the second school day, the absence will be marked unexcused by the attendance clerk

LATE TO SCHOOL

The law requires that:

1. If there is a legitimate reason for the tardy (see Student Attendance/Truancy Policy for valid excuses), the parent must either call the school before the student arrives or send a note explaining the tardy with the student. If the student does not come to school with a note or a parent has not called, then the student will be considered tardy to class.

Furthermore, a note may prevent a tardy, but if it is not a valid excuse, then the student will still be considered late to school, just not tardy to class.
2. All students must report to the attendance window if they arrive at school **after** 8:28 A.M. A daily Parent Square notification will be sent notifying parents of any student reporting late to 1st period.
3. Please be aware that it is the law that all students must attend school and be at school on time. Excessive absenteeism (excused or unexcused), and/or tardiness to school can result in both the student and the student's parent attending a **School Attendance Review Board (SARB)** hearing.

SIGNING STUDENTS OUT

Students who need to leave school during the school day must be signed out by a parent or other person listed on their emergency card. There are no exceptions. A picture I.D. is required. This same procedure will be followed when students are picked up for lunch off-campus.

STUDENT ATTENDANCE

Student attendance at school regularly is imperative. The Education Code states that parents/guardians of children between the ages of six and eighteen are obligated to send their children to school unless otherwise provided by law. District employees as representatives of the Board shall abide by all state attendance laws and may use appropriate legal means to correct the problems of excessive absence or truancy.

EXCUSED ABSENCES

Absences from school shall be allowed only for health reasons, funerals, and justifiable personal reasons as permitted by law, or religious instruction. Participation in religious exercises away from school property may be considered excused subject to the law and administrative procedures.

Some examples of excused absences include:

- 1, Personal illness.
- 2, Quarantine under the direction of a county or city health officer.
3. Medical, dental, optometry, or chiropractic appointments.

4. Attendance at a funeral service for a member of the immediate family (mother, father, grandmother, grandfather, spouse, son, brother, sister, son-in-law, daughter-in-law, or any other relative living in the household), so long as the absence is not more than one (1) day if the service is conducted in California, and not more than (3) days if the service is conducted outside California.
5. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including but not limited to:
 - a. Appearance in court
 - b. Attendance at a funeral service
 - c. Observation of a holiday or ceremony of his/her religion
 - d. Attendance at religious retreats not to exceed four hours per semester
 - e. Participation in religious instruction or exercises
 - (1) In such instances, the student shall attend at least the minimum school day.
 - (2) The student shall be excused for this purpose on no more than four school days per month.
6. Exclusion, for up to five school days, for failure to present evidence of immunization, or for treatment of head lice.

If a student accumulates five excused absences or five excused periods of greater than 30 minutes or any combination thereof, a First Excessive Excused Absence letter will be sent to the parent/guardian via first class mail. If a student accumulates ten excused absences or ten excused periods of greater than 30 minutes or any combination thereof, a Second Excessive Excused Absence letter will be sent to the parent/guardian via first class mail and a medical doctor's note shall be required to excuse any further absences. Students with Excessive Excused absences may be referred to the district nurse.

Additionally, at the discretion of the site principal, students with excessive absences ***may be denied the privilege of taking part in graduation ceremonies*** and/or end-of-school activities under P-BVUSD Board Policy 5127(a).

UNEXCUSED ABSENCES

Unexcused absences for more than 10 consecutive days can result in the student being dropped from the class and the risk of the student not returning to the same class or school. Some examples of unexcused absences include:

1. Oversleeping
2. Cutting/ditching school
3. Family trips for pleasure/recreation/business purposes
4. Vacations
5. Parent/guardian fails to provide proper verification regarding student absence
6. Personal reasons, going out of town or out of the country

TRUANCY

If a student has three unexcused absences, he/she is truant. Anytime a student is tardy for more than thirty minutes three times without a valid excuse, he/she is truant. It is also important that parents/guardians and school officials remember the state legislature has established truancy and attendance laws.

According to the California Education Code, any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse for three full days in one school year or tardy or absent for more than 30 minutes during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or the superintendent of the school district.

WRITTEN NOTIFICATION/CORRECTIVE STEPS

Upon a pupil's initial classification as a truant, the District shall notify the pupil's parent or guardian by first class mail or other reasonable means. The content of the written communication shall explain that the parent/guardian is obligated to compel the attendance of the pupil at school. It shall also explain that parents or guardians who fail to meet this obligation may be guilty of an infraction and subject to prosecution. The written notification shall include a statement that explains the parent/guardian's right to meet with appropriate school personnel to discuss solutions to the pupil's truancy. The notification should also state that the pupil may be subject to prosecution. If a student is absent from school without a valid excuse for six full days in one school year or tardy or absent for more than any 30 minutes during the school day without a valid excuse on six occasions in one school year, or any combination thereof, the pupil's parent/guardian will be notified with a Second Truancy letter.

Furthermore, a Conference Summons letter will be sent via first-class mail or other reasonable means requiring a meeting to be held with school administrative personnel to address the truancy concerns. If student truancy continues after repeated written notification to the parent/guardian and/or meeting with school administrative personnel, other measures will be initiated by the district. These may include a required meeting with the district attendance administrator, home visits by the district attendance administrator, and/or one of the district's Bakersfield Police Department Resource Officers. Habitually truant students may be referred to the **School Attendance Review Board (SARB)**, a truancy mediation program operated by the county district attorney or probation officer, and/or juvenile court in accordance with the law.

Truancy is a term with strong negative connotations, and there are negative connotations attached to it. However, we all must realize its ramifications for a student's educational experience and do our best to see that students attend school regularly.

Should you require assistance with a truancy problem, **first speak with your school site vice-principal** or contact Mr. Adkins, Administrator, at (661) 397-2200 or his secretary at extension #6440.

CELL PHONES OR OTHER ELECTRONIC DEVICES

Students shall not display, use, activate, or permit cell phones or electronic signaling devices to be activated from the moment he/she enters the school grounds until he/she exits the school grounds following the final dismissal bell. It is our students' responsibility to ensure cell phones or electronic signaling devices are always turned off (powered completely down) ***and secured out of sight in their backpacks.*** Students should have Notifications turned off on their smart watches. This way messages and calls are not a distraction. Students who violate these rules and regulations are subject to having their devices confiscated. **(Board Policy 5131)** The district is not responsible for retrieval, replacement, or any charges incurred as a result of lost, stolen, or damaged electronic communication devices. In accordance with the Board's policy and administrative procedure on search and seizure, a school official may search a student's mobile communications device, including, but not limited to, reviewing messages or viewing pictures.

OFFICE PHONE USE

A telephone is provided in the office for student use for **emergencies and illnesses only**. When an emergency arises, a note to use the telephone from a teacher is required. An "**emergency**" does not include forgotten homework, gym clothes, or permission for after-school activities.

CURRICULUM REQUIREMENTS

STUDENT SCHEDULES

In 7th and 8th grade all students at Warren are required to take a yearlong course in Mathematics, History, Science, and Physical Education, in addition to two English Language Arts courses in both the 7th and 8th grade. Students are also enrolled in an additional course of interest or class due to academic needs.

COURSES OF INTEREST/ELECTIVES

Art Sports Officiating Chorus Career Pathways Preparation Study Skills
Office/Teacher/Library Assistant Math Intervention Yearbook Band Orchestra Jazz Band
Fitness 101 Exploring and Intro to Spanish Theatre/Drama Leadership (Developing Leaders)
Creative Communications Literature Enrichment

8th grade instrumental music students may take zero period PE to take an additional course of interest (or need). Zero period PE is offered from 7:35 to 8:23 A.M. each day before the regular school day begins. Transportation to school for zero-period PE students must be provided by the parents.

COLORGUARD

Color guard is a marching group that accompanies the Warren Wildcat Marching Band at all parades, including the Veteran's Day Parade and the Christmas Parade, marching competitions, and the Universal Studios trip in the spring. Color guard is selected by auditions held in September and all students are eligible. Color guard will have scheduled meetings and practices both before and after school. The schedule will be set by the Color guard advisor. The school will provide the Color guard uniform. However, there is a fee for shoes and other accessories. Attendance at all performances (parades, sports events, and rallies) is mandatory.

ACADEMIC PLACEMENT

Students will be scheduled into Reading/English and Math classes according to their ability/achievement level. These are defined below:

ENGLISH LANGUAGE ARTS (ELA)

HONORS ELA: (1 period course and will be paired with an academic elective).

Above grade-level course for those meeting specific district-defined criteria in both ability and achievement. This level is determined by GPA, standardized test scores, & teacher recommendation.

ENRICHMENT:

Course content is focused on the study of diverse literary genres and exposing students to a variety of literature. Students intensively study-specific literary works with careful instruction given to the close reading of texts and to identify the universal significance of each work. Analytical reading, critical thinking, writing, and oral communication skills are emphasized.

ELA CORE:

Course for students near or slightly below grade level. Admittance to this level is determined by GPA, standardized test scores, & teacher recommendation **(2-period course) - This class matches up with ELA CORE SUPPORT.**

ELA CORE SUPPORT:

This course is designed to support the CORE ELA class.

MATH

HONORS MATH: An advanced level of math for those meeting specific district-defined criteria in both ability and achievement. Algebra coursework is included in the curriculum. Placement in this level is determined by GPA, standardized test scores, & teacher recommendations. It's a 2-year course.

CORE MATH: All students that do not meet the Honors Math Criteria. Placement in this level is determined by GPA, standardized test scores, & teacher recommendations.

Information for placement is obtained from previous STAR achievement test results and classroom performance.

HOMEWORK

NOTE: Each student will be provided a Warren Planner and subject folders.

The Earl Warren staff and administration believe in the value of homework and encourage the assignment of homework beyond the regular school day for the following reasons:

1. To extend and enrich classroom learning.
2. Additional practice on fundamental skills leading to subject mastery.
3. Additional time for students to complete regular classroom assignments.
4. Additional time for students to consider and analyze difficult problems or subjects.

Homework assignments should:

1. Be on topics and skills previously taught by the teacher or on the material that students can reasonably be expected to understand.
2. Be checked and graded consistently by the teacher directly or under the teacher's direction. Since homework is an extension of the regular classroom learning process, its completion in a consistent, diligent, and timely manner is important. Failure to complete homework consistently will harm the student's academic achievement and grade

HOMEWORK NIGHTS

Independent classwork can be assigned via our District Guidelines on Homework. *The total time required to complete all assignments should not exceed 2 hours*

To be sure that students are not assigned excessive amounts of homework on any night, the following homework nights are assigned for each subject:

History & Elective - 30 minutes (Monday & Wednesday)

Science & PE - 30 Minutes (Tuesday & Thursday)

English & Math - 30 minutes (Monday - Thursday) 20 minutes on Fridays

STUDY HINTS FOR STUDENTS

1. Understand the assignment before leaving class.
 - a. Ask the teacher for specific details if the assignment is unclear.
 - b. Write the assignment down in your assignment book.
2. Have a regular time and **QUIET** place for study.
 - a. Study early in the evening for the best results.
 - b. Do not watch TV or listen to the radio or stereo while studying.
 - c. Set aside enough time to complete all your homework.
 - d. Before you begin your study time, assemble all the materials you will need, such as books, pencils, paper, calculator, ruler, eraser, etc.
 - e. Choose a place, such as a table or a desk, where you can sit down and spread out your materials.
3. Use a definite study plan.
 - a. Learn to use special parts of each book (index, appendix, maps, charts, footnotes, etc.)
 - b. Keep your notebook organized and up to date using dividers to separate subjects.
 - c. Keep an up-to-date assignment sheet to write down the subject, assignment, date assigned, and due.
 - d. Read through the assigned material once to get the main idea, then select the main thought of each paragraph and make a list or outline of these topics.
 - e. Use the dictionary to look up words you do not know.
 - f. Make a note of questions/problems you need to ask the teacher when you return to class.
 - g. Test yourself to see how well you recall what you have studied. Example:
Discuss what you have studied with your parents/guardians and/or friends.

MAKE-UP WORK

Requesting make-up work is the student's responsibility. Students should check with their teachers for missing assignments. Students will be allowed because of an excused absence to receive full credit if the work is turned in according to a reasonable make-up schedule. As a rule, students will be allowed one day after they return for each day missed for their make-up work. Students who miss school work because of unexcused absences or suspension shall be allowed to make up missed work, but full or reduced credit is at the option of the teacher.

Parents are encouraged to call in for homework if an absence will **exceed 3 days**. Generally, work will be available to be picked up after 3:40 P.M. in the office on the day **following** your request. Additional homework will not be issued until the previous work has been completed and returned.

BOOKS AND SUPPLIES

Books are issued to the students at the beginning of the school year, and it is expected that the books will be returned in good condition at the end of the school year. It is the student's responsibility to care for the books respectfully and diligently. Books should be covered. If a book is lost or stolen, or the student is unable to return the book **for any reason**, it must be paid for before another book is issued. If the book is later found, reimbursement will be made. All books must be either turned in or paid for before graduation. Outstanding payments for books may result in the student being precluded from graduation activities and/or the withholding of scheduling/registration documentation. Students are responsible for having a pen/pencil and paper. It is required that students carry their school-provided binder with dividers and a pencil pouch with at least three pencils and two pens to keep paper, assignments, and other materials in good order.

SPECIAL SUPPLIES OR CHARGES

Some elective classes such as Career Pathways Preparation , Band, Chorus, Art, and Orchestra may charge for extra projects/materials which students consume or keep. The teachers of these classes will send home specific notices of amounts and due dates.

P.E. CLOTHES

Required Items:

- * Shorts
- * T-shirt
- * Athletic shoes
- * In cold weather warm-up sweats are OK.

All students are required to dress out for Physical Education classes. Failure to dress in appropriate clothing can possibly restrict participation (depending on the activity). The restriction of participation will result in a further lowering of the grade. Students will be provided with a P.E. locker. All information concerning appropriate PE clothing will be sent home by the P.E. teachers on the first day of school. Only locks provided by the P.E. department will be allowed on P.E. lockers.

DRESS CODE

Pupils attending the schools of the Panama-Buena Vista Union School District are expected to wear clothing appropriate for the promotion of an effective educational program. It is not the intent of the District to oppose the rights of students regarding dress, but rather to assure the rights of all students are considered and upheld. It is the responsibility of the school to provide an atmosphere where all children will be able to learn. It is the responsibility of the students and their parents to help create and maintain this atmosphere.

Conditions of dress and appearance are

1. Excessively large trousers, pants, and overalls may not be worn. All trousers and pants must be worn at the waist. Belt ends may not hang down. Overalls must be worn with straps on the shoulders, not hanging loose.
2. Commercial lettering or printing will be allowed on shirts and sweatshirts if it is appropriate for school. No clothing may be personalized other than with a given name. Any personalized printing or writing on clothing, backpacks, binders, etc. is not acceptable, nor is writing on the hands or other parts of the body.
3. Pants, shorts, or skirts with holes or heavy fraying above the knee are not acceptable.
4. Clothing that is excessively revealing is unacceptable. This includes
 - a. Backless halter tops or dresses; tube tops; tops cut low at armpits or neckline. NO spaghetti straps that are not more than 2 fingers.
 - b. Clothing that shows bare midriffs.
 - c. Shorts and skirts the length of which is shorter than mid-thigh.
 - d. Clothing that is transparent or revealing.
5. Suggestive clothing or objects may not be worn which are libelous, obscene, or depict illegal or gang-related activity. This includes buttons, armbands, shirts, insignias, etc. Clothing with crude or vulgar printing or pictures depicting tobacco, drugs, alcoholic beverages, or clothing that is sexually suggestive or disruptive is not acceptable.
6. Shoes must be worn at all times.

Students may wear shoes or sandals without heel straps that do not present a safety concern. During P.E., Intramurals, or any other designated physical activity, athletic shoes or completely enclosed shoes should be worn unless other arrangements have been made. Modifications will be at the discretion of the site principal or designee.
7. A blanket worn in place of a sweater, jacket, coat, etc. is not permissible.
8. Wearing pajama bottoms at school is not allowed.
9. Cosmetics to the face and hair that distract from the educational process are unacceptable.
10. All hats should be worn facing forward. No hats should be worn backwards.

The Board and administration reserve the right to declare any mode of dress, in their estimation, inhibits the educational process or threatens the safety and protection of all students as unacceptable.

If students are dressed unacceptably, parents will be notified and corrective measures must be taken before the student will be allowed to return to class. Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (E.C. section 49066)

The principal, staff, students, and parent/guardians at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities.

EXTRACURRICULAR ACTIVITIES

There are many positive and exciting extracurricular activities at Warren in which a student may elect to participate. These include both athletics and academics. Examples include

Student Council	Oral Language Festival	Honor Band
Science Fair	Honor Chorus	MathCounts
Color Guard	Honor Orchestra	History Day
Henry Greve	Battle of the Books	Knowledge Bowl
STEAM Olympiad	Science Bowl	

Students are encouraged to participate in any or all of these activities. Athletic contests and academic competitions are generally open to the public.

ELIGIBILITY

Eligibility for participation in extracurricular activities requires a minimum 2.0-grade point average, with no "F" grades, and no more than one #19 comment code, in the most recently completed quarter. These grade criteria apply to the previous quarter's grading period. Participation in all extracurricular activities will be decided as per **District Board Policy 6145**.

Also, students engaged in all extra-curricular activities shall display good citizenship and general respect for authority. A copy of the district board policy is available upon request. The final determination of acceptable citizenship shall be made by the principal.

ATHLETICS

Intramurals and After School Sports information will be given by coaches at the beginning of each season. Uniforms are generally provided, but some items such as socks and shoes are the responsibility of the student. Games may be played in the afternoon or evening, on weekdays or Saturdays, and frequently at

other schools. Transportation to these "away" games is the responsibility of the student. If intramural sports are offered, they will be played daily during the lunch periods and will be open to all students.

STUDENT GOVERNMENT

The Warren Student Council is made up of one student elected by the student's classmates from their 1st-period class. The Warren Student Council Officers will consist of a President (8th grade), Vice President, Secretary, and Treasurer (7th or 8th grade). Those wishing to run for office must file a petition for office. The election process will take place at the beginning of the school year per the Warren Student Council Constitution.

The Student Council and Student Council Officers represent the Warren student body by planning social activities, and special days, and determining the expenditure of student body funds. Eligibility for student government is the same as eligibility for participation in extracurricular activities.

SCHOOL LETTER AND PINS

In order to qualify a Warren Block W or PIN student must qualify in **Standard I**. In addition, they must meet any **3** of the other **5** standards: **Secure all teacher signatures FIRST**, and then turn your application into the office by a given date prior to the End of the Year Awards Assembly.

FIELD TRIPS

From time to time, educational field trips are taken by various groups or classes. District transportation is provided when this occurs during the school day and for some after-school or weekend trips. It is necessary to have parent-signed consent forms for these trips. Student and parent cooperation in getting these forms completed, signed, and returned to the proper teacher is appreciated. Students are not allowed to go on these trips without this consent form. **The District requires that the designated form be used;** therefore, handwritten notes and phone calls will not be acceptable in fulfilling this requirement.

FIRE DRILLS AND EARTHQUAKE PROCEDURES

State law requires that emergency drills be held periodically. Teachers will inform students in each of their classes about specific rules to follow and routes to take. When the fire alarm sounds, rooms are to be evacuated in an orderly manner. Classes will stay together, move quietly, and proceed by designated routes to the athletic field. In the event of an earthquake, students are to immediately get under their desks or tables and cover their faces and head. When the fire alarm goes off, the building is evacuated in the same manner as with a fire drill. In the event parents need to pick up their students following an emergency, a sign-out station will be established as directed by emergency personnel. **Students must be signed out and will be released only to those persons who are listed on our emergency cards.**

EVACUATION PLAN

Each school in the Panama-Buena Union Vista School District has developed a comprehensive plan for total site evacuation should there be a need to clear the campus.

Parents need to be aware of the following details as they relate to this evacuation plan.

1. As soon as word is received that there is a need to evacuate the school, all classes will be advised to go or remain inside their classrooms. All doors and windows will be closed and all heating/ventilation/air conditioning units will be shut down.
2. As soon as the buses arrive, evacuation procedures will begin. All our students and staff will be transported to:

**Tevis Junior High School
3901 Pin Oak Park Blvd.**

3. There will be neither time nor facilities to call each parent/guardian/babysitter.
4. Parents, if you receive the word, by whatever means, that EARL WARREN JUNIOR HIGH SCHOOL is being evacuated; you may proceed to Tevis Junior High School to pick up your child. Report to the school office and you will be given information about where to pick up your student.
5. Students will remain at Tevis Junior High School for the remainder of the day or until picked up by parents.

LOCK-DOWN PROCEDURES

No one can predict when or where a situation may arise on campus requiring the site to immediately secure all persons. The procedures below serve as a guide for incidents occurring under the best conditions. Situations may arise forcing action by staff and students that may differ from the suggestions below. In the event of a campus lockdown, the best course of action is to ensure students and staff go quickly to the nearest secure area without panicking. When alerting the site to a lock-down by intercom the person announcing needs to speak loudly and clearly. They also need to announce why the school is under lock-down. The administrator could say, "The school is now under lock-down and this is not a drill. There is an intruder on campus, calmly proceed to the nearest building." Repeat as necessary.

LOCK-DOWN PLAN

1. When the site is alerted to an emergency whether, by intercom, megaphone, or other means of communication, students and staff should proceed to the nearest classroom or building for shelter. **DO NOT CALL 911.**
2. Close and LOCK all doors.
3. Close and lock all windows and close the blinds.
4. Staff should keep students away from windows and position them on the floor similar to the drop, cover, and hold drills.
5. Keep students quiet and assure them that everything is under control.
6. **DO NOT CALL THE OFFICE!!!!!! DO NOT USE THE INTERCOM AT ALL!!!!!!**

7. Remain in the classroom and keep doors locked until directed to evacuate by an administrator or designee.
8. Proceed to the designated assembly area as directed.
9. In the event of casualties, injuries, or missing persons, follow emergency procedures for search and rescue, first aid, and student release.

ASSIGNMENTS

Site Administrator: Announce the lock-down in plain language (no code words) and evaluate the situation continuously. Utilize any necessary forms of communication to remain at an appropriate level of communication with law enforcement agencies, district personnel, and site staff.

Teachers: Remain with students and in lock-down until an “all-clear” signal. Once given the “all-clear” notification, report to the assembly area and assume emergency responsibility tasks.

Secretary: Call 911. Notify the district office as soon as possible.

Clerk: Secure Emergency Cards for release purposes.

Aides/Librarian: If in charge of students, follow procedures 1 through 9. If not in charge of students, report to the command post for instructions.

GRADES

The grading scales used in junior high are as follows:

A = 90 - 100%

B = 80 - 89%

C = 70 - 79%

D = 60 - 69%

F = 59% or below

REPORT CARDS

In arriving at report card grades, teachers consider a combination of daily work, quizzes, weekly tests, finals, projects, and homework. Grades are determined according to the level of achievement in relation to grade-level work. District Board Policy 5121 maintains that a student working in below grade level materials or doing modified grade-level work will receive such designation from the comment code on the report card.

Report cards are mailed to parents within two weeks of the end of each grading period. These dates are indicated on the school calendar contained in this handbook.

PROGRESS REPORT NOTICES

Progress reports are mailed approximately halfway through each grading period. The purpose of these reports is to communicate with parents how their student is performing at mid-quarter. If progress is unsatisfactory it may result in failure or unsatisfactory grades by report card time. Upon receipt of such a report, the parent should call the teacher involved to arrange a conference. The following timeline indicates the report card and progress notice dates.

HONOR ROLL

The Honor Roll is calculated at the end of each quarter. A 3.0 or "B" average in all subjects, including Physical Education and elective classes, is required. The Principal's List gives special recognition to students who attain a straight "A" or 4.0 grade point average. A student is disqualified from the Honor Roll if he/she receives any grade below a "C" in any subject or receives a comment code #19 indicating behavior problems on the report card. Students who make the Honor Roll in six out of eight grading periods will qualify for a gold seal on their diploma and special recognition at the graduation ceremony.

JUNIOR HIGH SCHOOL GRADUATION REQUIREMENTS

During each year of junior high school, to be promoted from 7th to 8th grade or to graduate from 8th grade a student must:

1. Achieve at least two passing quarter grades each year for core language and mathematics.
2. Pass 10 out of 16 quarters of core curriculum classes (language arts, mathematics, social science, and science/computer science)
3. Pass 8 out of 12 quarters of elective and physical education classes

Note: For students not enrolled in a district junior high school for an entire year, the requirements would be prorated.

Additionally, the graduation ceremony and other activities are a privilege and may be denied to 8th-grade students based on excessive absences (20 days or more unless under the care of a doctor) or unsatisfactory behavior as per Panama-Buena Vista Union School District Board Policy AP 5127.

STUDENT HEALTH

HEALTH SERVICES

Students should be sent to school every morning healthy, rested, suitably dressed, adequately nourished, and ready to learn.

MEDICATION

The Administration of medication to pupils by designated school personnel shall be done only when the student's health may be jeopardized without the medication and when such administration has been requested in writing and approved by **both** the treating physician **and** the student's parent.

1. Students requiring medication during school hours (**either prescription or non-prescription**) must have a completed and signed **Pupil Medication to be Administered at School #709030** on file at the school site.
2. Students must have the original container **brought to the school office by the parent**. It will be kept in a safe and secure place and given to the child as indicated on the **Pupil Medication to be Administered at School #709030**.
3. Prescription medication to be administered at school must be in the original container with the pharmacist's dosage, how often it should be taken, and the prescribing doctor's name (C.E.C. 49423, 49480). You may request that your physician ask the pharmacist to prepare a separate container for the school to use.
4. Over-the-counter medication also requires a **Pupil Medication Form**.
5. Under no circumstances are school personnel to provide aspirin or any other patent medicine or nostrum to students.
6. **Students are not to be in possession of any type of patent medicine or nostrum (including aspirin and other over-the-counter pain relievers without the written consent of school administration).**

HEARING SCREENING

All eighth-grade students, and referrals, are screened for hearing problems in the spring of each year. Parents of those students who exhibit possible problems are notified by the district nurse.

LIBRARY

Students are permitted to check out up to two books at a time. The library is open between the hours of 8:00 a.m. and 3:40 p.m. and during lunch most days for student use. Students are also scheduled to come to the library with their reading class. Students are responsible for any books checked out and will be charged for lost or damaged books. Overdue fines are charged at a rate of ten cents per day after the stamped due date.

LOCKERS

Each student will be assigned a P.E. locker after they have returned a signed P.E. locker agreement. P.E. lockers will be issued through the P.E. classes.

Students must keep their P.E. lockers for their use only and not share their locker combinations with any other student. The school is not responsible for any lost or stolen items in P.E. lockers.

Damaging or defacing a locker in any way with writing or stickers on the inside or outside of the locker may result in denial of locker use.

Lockers are the property of the school and are subject to inspection at any time by the school Officials. *(Book Lockers are available for special needs upon request).*

LUNCH/CAFETERIA

Warren's cafeteria offers breakfast and a hot lunch line. Milk is available in low-fat white, or chocolate for those who wish to bring lunch. **Presently, ALL students are eligible for free meals.**

All students are required to eat hot lunches inside the cafeteria. **Students may leave campus to go to their home for lunch only if there is a blue permission slip (obtained in the school office), signed by the student's parents, on file in the school office.** Students must sign out daily if they are leaving for lunch. This slip gives the students permission to go to **their home only** for lunch. This permission slip may be revoked by the school if it is abused by the student going somewhere other than their own home or if they are late returning to school at the end of the lunch period. Students may be signed out for **lunch off-campus** only by a **parent or other person listed on their emergency card**. There are no exceptions. A picture I.D. is required.

If your student requires a special meal accommodation you will need to contact Nutrition Services at (661) 397-2200, Ext 6494 to let us know at which site you plan to pick up your student's meals so we can have them ready - your student must have a medical statement for Meal Accommodations on file.

Fast Food delivered by parents to the school for students must be eaten in the office.

Please do not purchase food for other students or food intended to share. Student welfare, safety, and health remain second to none at Warren Junior High School. Dropping off lunches for children other than your own and allowing the sharing of food overlooks possible food allergies and other dietary concerns, and therefore, is not permitted. ***Lunch delivered by DoorDash or any other delivery service is also not permitted. Parents must personally visit our school office and drop off their own child's lunch.***

LUNCH RULES

All students are held responsible for knowing and following these cafeteria rules:

1. All students will walk, not run, to the lunch line.
2. Students must go to the back of the lunch line. Crowding in line or saving another student's place in line is not permitted.
3. Once in the cafeteria and seated, students may not leave their seats until properly dismissed by a staff member.
4. Students are responsible for cleaning up their tables.
5. When students are finished eating, they will be dismissed one table at a time by staff.
6. All trash must be placed in the garbage can. Silverware/trays go in the designated area.
7. When students leave the cafeteria, they are to go immediately to the field and stay there until the bell rings at the end of the period. Once a student has finished eating, **the amphitheater and halls are off-limits for students during lunch. Students reporting to a classroom during lunch must have a pass.**

SCHOOL RULES

Students are expected to read these rules very carefully and will be held responsible for following them:

1. Students are not to be at school before 8:15 AM unless they have Zero Period (7:25 AM), Eat breakfast (8 AM), or dropped off by the bus (8:10 AM).
2. Students have four minutes between classes to attend to personal needs. They are expected to arrive at their next class ready to work, with the required materials, and in their assigned seat before the tardy bell rings.

3. Students are to use the restroom before and after school, during passing periods, and at lunch. Using the restroom during instructional time will be permitted as necessary. Intervention steps will be initiated to provide support for students abusing their restroom privileges.
4. Behavior in a class that disturbs the teacher's ability to teach or other students' ability to learn is unacceptable, unfair, and will not be tolerated.
5. Students are not to bring any items to school which are not necessary for their classes. Such items include cameras, toys, **sharpies**, etc. Any prohibited items brought to school will be confiscated and can result in disciplinary action. Although cell phones are allowed on campus, they are not allowed to be on and/or out. Students should have Notifications turned off on their smart watches. This way messages and calls are not a distraction. **There is never a situation that arises when a student must use a cell phone or watch during school hours.** Should a need arise, such as an emergency or illness, the student should report directly to the office for care and/or treatment. At that time, a parent will be contacted by school personnel. The district is not responsible for retrieval, replacement, or any charges incurred as a result of lost, stolen, or damaged electronic communication devices.
6. Students may not carry or possess felt-tipped markers or any other marking instrument beyond standard pencils and ink pens. If special marking instruments are required for class projects, they will be provided by the school for in-class use only.
7. Gum or candy that turns into gum is not permitted anywhere or anytime on the campus.
8. **ALL food items and beverages (except water) are PROHIBITED except during the lunch period.** During lunch, eating will be allowed in the MPR or in the Amphitheater if you have a cold lunch. Eating snacks, candy, or drinks other than water between classes in the hallways is not permitted. If a teacher gives you candy or a snack, then it must be consumed in that classroom or the cafeteria at lunch. Students may not bring glass bottles or glass containers of any sort to school.
9. ***Students are expected to keep their hands to themselves. Running, pushing, play fighting, and horseplay is not permitted.*** This type of behavior is dangerous to those involved as well as students nearby, and often causes injuries and leads to fights. Hand holding and other public displays of affection are not permitted at school.
10. This is a closed campus. Once the student comes on the grounds he/she may not leave without permission from the office. This includes the following:
 - a. Going home when ill.
 - b. Going home for lunch. (A blue permission slip, obtained in the school office,

and signed by the student's parents, is required to be on file in the school office to gain permission to go home for lunch.)

- c. Leaving school with a parent for any reason, including going to lunch.
 - d. Students also may not leave with someone else's parent unless that parent is listed on their emergency card.
-
- 11. The bike area is locked and off-limits during the school day. Only students who bring bikes are allowed in the bike racks to lock them up in the morning or pick them up after school.
 - 12. Riding a school bus is a privilege, not a right. This privilege can be lost. Read the bus rules carefully and follow them. Bus ticket suspensions will be enforced. If a student is suspended from riding the bus, the student is responsible for acquiring other transportation to and from school.
 - 13. Students are expected to dress in a manner appropriate for school. Please read the Panama-Buena Vista Union School District dress code very carefully. Students who do not follow the dress code will be required to call their parents for other clothes, or they will be required to wear P.E. clothes for the remainder of the day. Repeated violations of the dress code will result in further disciplinary action at the discretion of the school administration.
 - 14. Articles of dress in the nature of a costume that detract from the educational environment are not to be worn.
 - 15. Students are not permitted to sell anything at school including fund-raising items.
 - 16. Students may not bring any items to school, either worn or carried, which can be used to cause injury to others. This includes items such as accessories with spikes, wallet chains, pocket knives, any sort of a paddle or club, or any other such items which present a danger to other students.
 - 17. Do not have flowers, balloons, etc. delivered to the school. Students may not take these items to class. They will be held in the office until the end of the day.
 - 18. Parents or guardians are liable for all the damages caused by the willful misconduct of their minor children which result in death or injury to other students, school personnel, or school property.
 - 19. Classroom visitation procedures require that requests for classroom visits shall be scheduled by the classroom teacher, for a time and date convenient to both parent and teacher. The parental observation date shall be within a reasonable time frame, following the initial request.

MAINTAINING A SAFE SCHOOL ENVIRONMENT

To maintain safe and orderly schools, the State of California authorizes school districts to suspend or expel students for the commission of serious offenses. Suspension is defined as exclusion from school and all school activities for a period of one to five days. Expulsion is defined as the removal of a student from all schools in the Panama-Buena Vista Union School District for an extended period. In some instances, the period of expulsion may cover one school year. Students considered for expulsion are brought before the District's Administrative Hearing Panel where the facts of the case are presented. The District's Board of Trustees reviews the panel's findings and determines whether to issue an expulsion order. Per Education Code 48900, school districts are granted the authority to suspend, and **MAY** recommend expulsion proceedings, students who have committed any of the following acts:

- Fighting
- Weapon or dangerous object
- Possession of the use of drugs or alcohol
- Sale of drugs or alcohol
- Robbery or extortion
- Property damage
- Theft
- Possession or use of tobacco or nicotine products
- Obscene acts or habitual profanity
- Drug paraphernalia
- Disruptions and/or defiance
- Receiving stolen property
- Imitation firearm
- Sexual assault or sexual battery
- Witness harassment or intimidation
- Bullying or bullying type behavior
- Aiding or abetting the infliction or attempted infliction of physical injury
- Sexual harassment
- Hate violence
- Harassment, threats, or intimidation
- Terroristic threats against school officials and/or school property

Students **shall** be recommended for expulsion proceedings for any of the following acts as per Ed Code 48915 (a)(c):

- a. Causing serious physical injury to another person.
- b. Possession of any knife or other dangerous object of no reasonable use to the pupil.
- c. Unlawful possession of any controlled substance.
- d. Robbery or extortion.
- e. Assault or battery, upon any school employee.

- f. Possessing, selling, or otherwise furnishing a firearm.
- g. Brandishing a knife at another person.
- h. Unlawfully selling a controlled substance.
- i. Committing or attempting to commit a sexual assault or committing a sexual battery.
- j. Possession of an explosive.

The junior high student **is considered responsible for his/her behavior and actions.** The school rules are simple and apply to all students equally. The student is considered responsible for knowing what these rules are as well as those that each teacher may establish for their classroom. Failure to comply will result in various disciplinary consequences. Behaving acceptably and responsibly will make the student's life at school more productive and enjoyable.

IMPACT PROGRAM

The Warren JHS IMPACT Program is an alternative to suspension. Students placed in this program will receive restorative tips and strategies by a certificated intervention classroom teacher to address their individual behavioral and/or irregular attendance challenges. Students assigned to this class attend five consecutive days in a specialized curriculum climate (including reduced class size), individual instruction when necessary, and guidance services so that they may reestablish themselves for a successful transition back to regular education setting. The five days must be completed to return back to class. If IMPACT is refused it will be a five day suspension.

INTENSIVE INTERVENTION CENTER (SPECIAL EDUCATION)

Panama-Buena Vista Union School District operates an Intensive Intervention Center and an all-day Special Day Class Program on the Warren campus. Students who have learning disabilities, as identified by tests administered by psychologists, are placed in programs based on those students' individual needs. These students receive instruction according to an individualized educational program (IEP) based on the students' specific needs.

TESTING

Various tests are administered throughout the school year either for placement, to assess student progress and achievement, or by state law to assess the school program. A Standardized Testing Program is given in the spring to assess the achievement of 7th and 8th-grade students in many different academic areas. Results indicate a student's progress from year to year in the areas of Math, Written Expression, and Reading. Results can be compared to a national sampling of students at the same grade level.

TRANSPORTATION

Warren Bus Schedule: Whether a student rides the bus to and from school or only on a field trip, the rules of good conduct must be followed. The use of a school bus is a **privilege**, not a right. Special arrangement for use of transportation services requires a written request from the parent and pre-approval by the office.

The California Administrative Code states: "Pupils transported in a school bus shall be under the authority of, and responsible to, the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street or highway." The school district governing board of trustees has adopted rules and regulations to enforce this provision. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation. District rules require students to be lined up at the bus stop at least five minutes before the scheduled bus stop.

The following list of student actions constitutes violations of the established rules and regulations:

1. Abusive body contact (slapping, hitting, poking, shoving, pulling hair, etc.) while in or loading, or unloading a bus.
2. Using profane language or obscene gestures.
3. Putting any part of the body out of a bus window at any time.
4. Any movement out of seats while the bus is in motion.
5. Creating excessive noise that distracts the driver.
6. Unauthorized opening, closing, or tampering of any kind, with bus doors, emergency exits, and/or windows.
7. Any type of damage or defacing of the bus.
8. The lighting of matches, cigarettes, or smoking on the bus.
9. Throwing any objects in, out of, or on the bus.
10. Transporting live animals, reptiles, or insects on the bus. Science specimens are to be encased in safe containers.
11. Eating, drinking, or chewing gum.
12. Disrespect or failure to obey the bus driver.
13. Using other than the student's regularly scheduled bus stop.
14. Riding the bus after receiving a bus suspension.
15. Any improper bus stop procedures, (not lining up, rock throwing, playing in streets, damaging property at a bus stop).
16. Giving improper identification when requested by the driver.
17. Tampering with the bus radio or controls.
18. Transporting of glass containers.
19. Crossing behind or in front of the bus without an escort.
20. Must be at the bus stop **before** the scheduled pick-up time.

Minimum penalties for these infractions are:

<u>1st Ticket</u>	Warning or possible bus riding suspension. Notice will be sent to the parent.
<u>2nd Ticket</u>	Three (3) day suspension of bus transportation to and from school.
<u>3rd Ticket</u>	Five (5) day suspension of bus transportation to and from school.
<u>4th Ticket</u>	Ten (10) day suspension of bus transportation to and from school.
<u>5th Ticket</u>	Suspension of bus riding privilege for the remainder of the school year.

******A call will be made to the parents and a letter will be sent notifying them of the suspension of bus transportation for tickets #2-5. A parent can request a conference at any time.

BICYCLES

Bicycles may be ridden to and from school provided they are maintained and operated safely under current bicycle laws. Bicycles are not to be ridden on the school grounds or parking lots. Upon reaching the sidewalk in front of the school riders are required to walk their bicycles to the bike rack area (please see the school map for location). In the afternoon the students should walk their bicycles until they are off school grounds. All bicycles must be parked inside the fence at the bike racks. Even though the bike rack area is locked during the day, students should provide a lock for their bicycles. Students are not allowed to stay in the bike rack area except when parking or picking up their bicycles. **The school is not responsible for lost or damaged bicycles.** State law requires, and the school encourages students to wear a bicycle helmet for their safety traveling to and from school.

SKATEBOARDS

Skateboards, skates, scooters, and rollerblades may **not** be ridden to school. There is insufficient space on campus to store them. District regulations prohibit the use of skateboards, skates, or roller blades on the school grounds at any time.

YEARBOOKS

The Warren Yearbook, "The Pride," will be produced by the yearbook class. The yearbook is sold online only in the fall and distributed during the last week of school. Students must order a yearbook in the fall to be assured of getting a yearbook at the end of school. Students should **keep their yearbook receipts** as proof of purchase. The price of the yearbook is determined by the journalism teacher and the school administration each year. The resulting yearbook is an attractive hardbound book that is an excellent reminder of the junior high school years.

Panama-Buena Vista Union School District

Warren Junior High School

CLASSROOM VISITATION PROCEDURES

(Observation of Instructional Program by Parents)

From Adopted District Administrative Procedures

Who May Visit: The right to observe a child's instructional program during classroom time resides solely with a child's parent, legal guardian, or foster parent and does not extend to grandparents, other interested close relatives, or caregivers as defined in Family Code Sections 6550-6552. A grandparent, close relative, or caregiver may schedule a classroom visit if a parent has provided written permission and the classroom teacher consents. Visits by grandparents, close relatives, or caregivers must be scheduled through the Principal rather than the classroom teacher.

Scheduling: Visits shall be scheduled by the classroom teacher for a time and date convenient to both the parent and the teacher. The parental observation date shall be within a reasonable time frame following the initial request. A request for a specific date must be made no less than 48 hours in advance.

Frequency and Duration: To minimize interruptions and distractions during valuable classroom time, parental classroom observations are limited to two visits per month per related student with a maximum duration of one hour per visit. If there is a need for more parental observation, additional visits may be scheduled through the Principal.

Parental Conduct During Classroom Visitation: Parents may enter and exit the classroom only once during each visit. Parents shall remain in the back of the classroom and may not interact with students or the teacher unless the interaction is initiated by the classroom teacher. Unnecessary noise and/or movement must be kept to a minimum.

The classroom teacher may direct a parent to leave the room if the parent's presence or conduct unduly interferes with the instructional program, and the parent must leave the classroom if directed to do so. Any concerns or complaints may be addressed directly to the classroom teacher after regular school hours or to the Principal.

Violation of Classroom Visitation Rules: A violation of the classroom visitation rules may be resolved by the classroom teacher through counseling the offending parent privately. If this form of correction is not effective, the Principal may, as necessary, temporarily preclude a parent from visiting his/her child's classroom during regular school hours for a period of time not to exceed 14 continuous days.

When a parent has been precluded by the Principal from visiting his/her child's classroom, the parent may appeal the decision to the District's Assistant Superintendent in charge of Educational Services who will investigate and consider the matter in a timely fashion.

Notification of Classroom Visitation Procedures: Parents shall receive notification of classroom visitation procedures. The notification used should be substantial as follows: "Parents are encouraged to visit their

child's classroom and observe the instructional program. Visits should be scheduled directly with the classroom teacher and, generally, at least 48 hours in advance. "Distractions and interruptions seriously impair the educational process. To minimize distractions during valuable classroom time, parental visits are limited to twice per month for a maximum of one hour per visit. Additional visits may be scheduled through the principal if more observation time is needed. "While visiting, parents are generally required to remain quiet and in the back of the room to minimize the classroom interruption which a visitor's presence typically causes. "Copies of the school's classroom observation procedures are available upon request."

REFERENCES:

Education Code Sections 32212, 35160, 49091.10, 51101

PBVUSD Board Policy 1250

EARL WARREN JUNIOR HIGH SCHOOL BELL SCHEDULE

Warren Junior High School Bell Schedule 			
	7th Grade	Wednesday - EARLY OUT	8th Grade
Zero	7:35 - 8:24	7:35 - 8:23	7:35 - 8:24
1st	8:28 - 9:17	8:28 - 9:09	8:28 - 9:17
2nd	9:21 - 10:10	9:13 - 9:52	9:21 - 10:10
3rd	10:14 - 11:03	9:56 - 10:35	10:14 - 11:03
4th	11:07 - 11:56	10:39 - 11:18	11:07 - 11:56
*5th	11:56 - 12:45 7TH GRADE LUNCH	11:22 - 12:01 7th Lunch	12:00 - 1:05 SEL 12:49-1:05
*6th	12:49 - 1:54 SEL 12:49-1:05	12:05 - 12:44 8th Lunch	1:05 - 1:54 8TH GRADE LUNCH
7th	1:58 - 2:47	12:48 - 1:27	1:58 - 2:47
8th	2:51 - 3:40	1:31 - 2:10	2:51 - 3:40

7:25 am - Front Gate Open for Zero Period only
 8:00 am - Front Gate for Breakfast eaters in MPR (served daily from 8 am to 8:28 am)
 8:10 am - Bus drop off - students walk to the front of the school for supervision
 8:15 am - Front Gate Opens - all students allowed on campus
 8:15 am - Teacher Report Time
 8:24 am - Bell for students to report to 1st period
 8:28 am - Instruction Begins
 3:40 pm - Student Dismissal/2:10 pm Wednesdays - Supervision ends at 3:50 pm
 3:45 pm - Teacher Dismissal

Prep Day - School starts at the regular time and ends 90 minutes earlier. **Every Wednesday is a PREP day.**

2 Hour Early Out - School starts at the regular time and ends two hours earlier. Scheduled partial days are the last day before Thanksgiving Vacation, Winter Vacation, and Spring Vacation. A partial day is also scheduled for the day of Back-To-School Night.

Fog Day - The start of school is not delayed. School begins at the regular time (8:28 AM) for all who can safely arrive. Buses run two hours later than the usual time. School ends at its regular time, 3:40 PM.

DO NOT CALL THE SCHOOL. Please listen to the radio or check online at <https://alertline.kern.org> on any foggy day for information regarding bus delays.

PANAMA-BUENA VISTA UNION SCHOOL DISTRICT will be mentioned on the radio not the name of the school. Students coming to school at the regular time will follow the regular schedule.

UNIFORM COMPLAINT PROCEDURES

The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination based on ethnic group identification, religion, age, gender, sex, sexual orientation, color, race, ancestry, national origin, or physical or mental disability in any program or activity that receives or benefits from state financial assistance. Uniform complaint procedures shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in adult education, consolidated categorical aid programs, migrant education, vocational education, child care, and development programs, child nutrition programs, special education programs, and federal school safety planning requirements.

The Governing Board designates Assistant Superintendent/Educational Services, to receive and investigate complaints and ensure district compliance with the law.

Complaint forms can be accessed at the District Office at 4200 Ashe Road, Bakersfield, California 93313. The contact telephone number is (661) 833-8331, ext. 132.

